

GUIDELINE H-2
(formerly 16-06)

Public Access to
Ministry of Environment and Energy Invited Submissions

Legislative Authority:

Environment Protection Act, RSO 1990, Sections 4(f) and 168

Ontario Water Resources Act, Section 10(d)

Pesticides Act, Sections 2(e) and 19

Environmental Assessment Act, Sections 27 and 31(e)

Responsible Director:

Director, Communications Branch

Last Revision Date:

April, 1994

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SYNOPSIS

The primary purpose of this guideline is to provide for public access to the submissions invited and received respecting comments on Ministry proposals or mandated issues. All submissions received by the Ministry in response to an invitation for comment shall be available to the public as submitted.

1.0 Application

This guideline applies to all invited submissions the Ministry receives, from the public, industry, government agencies, interest groups and others, that provide comment on proposals by the Ministry. Such proposals may include policy issues (in the form of documents such as Green Papers or White Papers), environmental objectives, source emission standards and guidelines. Public access is based mainly, in accordance with the *Freedom of Information and Protection of Privacy Act* requirements, but sometimes outside of the *Freedom of Information and Protection of Privacy Act* process.

This guideline does not apply to invited submissions containing information which is deemed to be of a proprietary or personal nature, or is subject to the confidentiality requirements of the *Environmental Protection Act*, the *Pesticides Act*, or the *Environmental Assessment Act*.

2.0 Administrative Responsibilities

2.1 Public Notification

There shall be a public announcement of the Ministry's policy of providing public access to all submissions at the time the Ministry invites submissions on policy issues, environmental objectives, source emission standards or guidelines.

2.2 Submission Availability

Invited submissions shall be made available at Ministry Corporate and Regional Offices, and at Ministry District Offices, where appropriate.

2.3 Availability of Submission Summaries

Where summaries of invited submissions have been prepared, these

shall be made available in accordance with Section 2.2 above, and also may be distributed, where appropriate, to public libraries, other government agencies, and upon request, to parties with an interest in the issues under consideration.

3.0 Role of Communications Branch

In conjunction with other appropriate Branches, the Communications Branch shall plan and implement appropriate communications, in accordance with Section 2.0 above. Detailed procedures are provided in "Communications Procedures for Invited Submissions" (October, 1983).